

Public Safety Facility Building Committee



MEETING MINUTES

DATE: 7/08/2021

PLACE: Remote meeting via Zoom

MEMBERS PRESENT: Garrity, Healey, Kelly, MacAloney, Smallwood, Touchette, Jones, Murphy

GUESTS: Todd Costa and Sean Schmigle, Kaestle Boos Associates (KBA)
Mary Mahoney and Duclinh Hoang, Hill International (Hill)

The Chair called the duly noticed meeting to order at 7:00 pm.

Regular Members Robert Garrity, Chair, Paul Healey, Vice Chair, Joe Kelly, Bruce MacAloney, Donna Smallwood, and Andy Touchette were in attendance. Non-voting members Police Chief David Jones and Fire Chief Steve Murphy were in attendance. Town consultants, Todd Costa and Sean Schmigle from Kaestle Boos Associates, and Mary Mahoney and Duclinh Hoang from Hill International were also in attendance.

The Chair noted, for the record, that the proceedings were being recorded and asked that others who may wish to record the meeting announce this in order to inform others in attendance of the meeting.

Approval of minutes

Donna Smallwood made a motion to approve the June 17, 2021 meeting minutes. Bruce MacAloney seconded. Motion carried unanimously.

Updates on Design

Mary Mahoney, Project Manager for Hill International, reported to the committee on design progress meetings conducted today with the Fire Department and Police Department. During the design meetings, KBA reviewed floor plan adjustments to improve circulation and building efficiency and respond to functional input from each department.

Sean Schmigle presented updates to the floor plans. Mr. Schmigle reported most changes were to the first floor plan with the Lobby relocated to a centralized location and locating the EOC room from the second floor to the first floor. The changes create a more defined separation between the spaces for each department. Second floor adjustment includes positioning the Wellness Center in the middle of the building for ease of access for each department and better floor set up to define and separate each department space. The Design team is still reviewing set up for the 90 degree Apparatus Bay. The third floor is the administration level for both Police and Fire Department. The floor also includes the Fire Department day room and study areas. Each department has their own egress stairwell and also share a central stairwell. Mr. Schmigle noted during the Police design meeting, that Chief Jones requested that the Police Evidence room presently on the second floor be moved closer to the Detention Area on the first floor. Ms. Mahoney added the design team is continuing to work towards reducing corridors to make the building more efficient and making space adjustments based on input from each department on lessons learned from other recently completed similar projects.

Police Chief Jones noted the flow of the building is better and there is more defined separation between each of the department areas. The updated design has improved flow for public space and EOC is now located directly off the Lobby which allows the Police Department to better monitor lobby.

General discussion ensued regarding schedule, next goals for the design team and defining needs versus wants of each department.

Discussion re: proposed format or tracking project budget and costs

The Chair reported a project budget created by Hill was shared with the Committee. The budget shows the design costs, project management costs and includes actual costs and how the charges are shown against the budget.

Review and approval of Invoices

The Chair reported that the Town had received an invoice from Hill International for services in June 2021 in the amount of \$1,445 for work done to prepare project schedule and directory. The Chair asked if there was a deliverable for initial project schedule and directory. Ms. Mahoney reported that Hill provides a cover letter for its monthly invoices to explain labor and services delivered and do not necessarily relate to a specific deliverables during each month.

Robert Garrity made a motion to approve Hill June 2021 invoice in the amount of \$1,445. Motion was seconded by Donna Smallwood. Motion carried unanimously.

Committee discussion continued regarding payment process for invoices. Mr. Garrity made a motion, that if the Committee needs to sign invoices to indicate the Committee's approval then either the Chair or Mr. Healey can sign on behalf of the Committee after the Committee has voted to approve payment and that, in the event Mr. Healey or the Chair is not available, the Committee can authorize someone else on the Committee to sign. Joe Kelly seconded. Motion carried unanimously.

Next meeting

Thursday, July 29, 2021 at 7 P.M.

Paul Healey motioned to adjourn the meeting, seconded by Bruce MacAloney.

The motion passed unanimously

The meeting adjourned at 8:43 pm